

GOVERNMENT OF WEST BENGAL
Home & Hill Affairs Department
General Establishment Branch,
'NABANNA'
325, Sarat Chatterjee Road, Howrah – 711102

No.1207-GE/NAB/1E-77/2026

Dated: Howrah the 20/08/2026

NOTICE

Sealed quotations are hereby invited from reputed and authorized suppliers/vendors for the supply of some stationery articles to the Home & Hill Affairs Department, Government of West Bengal for official use in the two Commissions namely (i) The West Bengal State Commission for Atrocities and Crime against Women and Children and (ii) the Commission on Institutional Corruption in West Bengal.

1. Details of Items

The approximate requirement of the stationery items is as follows:

Sl. No.	Items	West Bengal State Commission for Atrocities and Crime against Women and Children	Commission on Institutional Corruption in West Bengal
1.	Black Fountain Pen	3 Pcs.	3 Pcs.
2.	Fountain Ink	3 Bottles	3 Bottles
3.	Spiral Binding Folder	25 Pcs	25 Pcs
4.	Two Folder File	100 Pcs	100 Pcs
5.	Pen Drive (32GB)	5 Pcs	5 Pcs
6.	Paper Weight	10 Pcs	10 Pcs
7.	Pen Stand	5 Pcs	5 Pcs
8.	Tea Coaster	1 Dozen	1 Dozen
9.	Alpin	10 Boxes	10 Boxes
10.	Note Pad	10 Pads	10 Pads

(Detailed specifications may be obtained from the office during working hours.)

2. Eligibility Criteria

- The bidder must be a registered supplier/vendor.
- The bidder should have prior experience in supplying similar items to Government Departments/PSUs.
- Valid GST registration and PAN are mandatory.

3. Terms & Conditions

- The quotation should be submitted in a sealed envelope superscribed as “*Quotation for Supply of Stationery Items*”.
- Rates must be quoted inclusive of all taxes, duties, and delivery charges.
- The materials must be genuine and of standard quality.
- Delivery of items must be completed within 3 (three) days from the date of issue of supply order.
- The Department reserves the right to accept or reject any or all quotations without assigning any reason thereof.
- Payment will be made after successful delivery and verification of items.

4. Submission of Quotation

- Last date for submission: 31/08/2026 (up to 2:00 PM)
- Place of submission: Quotation box kept in the General Establishment Branch at Room No. 505 of Nabanna at 5th Floor or through e-mail ID No. homewbgenabanna@gmail.com

5. Opening of Quotations

The quotation box will be opened at 4:00 p.m. on the same day in presence of the attending and available